# **ATTENDEE TIPS**

#### **Prior to the Event**

- RSVP to your local Northwestern Connects event at alumni.northwestern. edu/NUConnects2024.
- Recruit your local Northwestern friends and colleagues to attend the event with you. Spread the word by forwarding the event web page and/or posting a link on your personal Facebook page.
- Share your plans to attend using the hashtag #NUConnects on social media.
- Sign up for/log in to OurNorthwestern. edu and update your alumni directory profile. Northwestern Connects is a great occasion to strengthen your Northwestern Network beyond just the local event.
- Review the list of registered attendees to see who is attending your local event and may be working in your field of interest.

## At the Event

- If attending alone, plan to arrive early. It's easier to meet incoming people than break into an established circle.
- Bring plenty of business cards to distribute to new contacts.
- It's ok to be nervous, but don't let that stop you from meeting people.
- Introduce yourself to individuals and small groups of people.
- Remember to introduce yourself and your friends or colleagues to anyone Organizer Resources

who may join your conversation in progress.

- Don't try to meet everyone. Instead, spend some time with those who share some connection or interest with you.
- Have some fun! Share photos on social media with event organizers and alumni in other time zones who may have attended earlier or may be attending later events by using the #NUConnects hashtag.

#### Wear purple!

### After the Event

- Follow up with new contacts by emailing them directly or connecting with them via LinkedIn or other online social platforms.
- Did you promise someone to make an introduction or grant an informational interview? Keep your word when your new contacts follow up after a conversation.
- Strengthen your new ties by providing introductions or sharing relevant articles or job posts through those you met. You'll form a more solid connection in the long run if your initial follow-up benefits your new contact.
- Share pictures on social media with the hashtag #NUConnects or email your photos to ARDSocial@ northwestern.edu for inclusion in the post-event photo album.
- Respond to the survey sent from the NAA to all registrants. Let us know what you liked about the event and what we can do better next time.